



ASSISTANT CITY CLERK

Job Code: 2002

EEO Class Code: Official/Administrator

Union Status: Unclassified

FLSA Code: Exempt

Salary Grade: o016

NATURE OF WORK

This is supervisory and specialized clerical work of more than average difficulty in the Office of the City Clerk. The Assistant City Clerk is responsible for all the activities of the City Clerk's Office in the absence of the City Clerk and is sworn as the Deputy City Clerk. Emphasis is on assisting in the planning and directing of the work of the Office including the production and safekeeping of all records pertaining thereto. The incumbent also assists in general and special elections, preparation of the annual budget and such other functions as directed by the City Clerk. The employee in this classification works with considerable independent judgment, subject to the general directing and review by the City Clerk.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

- Assists in planning the work involved in producing and maintaining official City documents and records.
- In the absence of the City Clerk, attests by signing all legal papers such as: agreements, leases, ordinances and resolutions; records them in various permanent files; furnishes certified copies as needed; takes responsible charge of the department.
- Conducts or supervises research projects to provide information of past City actions.
- Reviews the department's needs for equipment to increase efficiency and effectiveness and prepares the annual budget request for the department.
- Recommends changes in procedures and/or work flow to improve efficiency.
- Assists and/or counsels clerical employees in situations requiring problem solving or completion of assignments.
- Attends all City Commission meetings; serves as assistant to the City Clerk during the meeting, if needed, with procedural matters, motions, vote tabulations.
- Assists the City Clerk in the preparations for general and special elections.
- Assists in keeping records and lists of all City Boards and Commissions.
- Reviews incoming correspondence for City Clerk and prepares replies for the City Clerk's signature.
- Proofreads transcriptions of excerpts and/or minutes of Commission Meetings; pre-edits Action Summary Report for City Clerk's final approval prior to submission of the report to the City Manager.
- Initiates or supervises the initiation of purchase orders for other than routine materials.
- Acts as City Clerk's liaison in many situations so as to free the City Clerk from as many duties as can be handled by the incumbent in this classification.
- Responds to or prepares responses to public inquiries of a routine nature.
- Reviews departmental goals and submits recommendations for their attainment or modification for consideration and approval of implementation.
- May administer oaths as required by law or ordinance.
- May prepare newspaper notices to fulfill legal obligations.
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of the principles and practices of office management.
- Thorough knowledge of State, City, and County election laws, procedures and other pertinent laws.
- Considerable knowledge of the City Code.
- Considerable knowledge of municipal government operations, particularly as they relate to Mayor/Commission/Manager/City Clerk activities.
- Considerable knowledge of the principles and procedures used in budget preparation, justification, monitoring and reporting.

- Knowledge of public relations principles and techniques.
- Ability to exercise good judgment in making decisions in conformance with laws, ordinances, regulations and policies.
- Ability to plan and direct the work of assigned employees.
- Ability to supervise a staff of subordinate employees in a manner conducive to full performance and high morale.
- Ability to train employees and subordinates in the area of assignment.
- Ability to communicate, both verbally and in writing, using excellent English.
- Ability to establish and maintain effective working relationships with City officials, department heads, other employees, professional groups and the general public.
- Ability to evaluate administrative operations to determine if departmental goals and objectives have been met.
- Ability to refer any inquiries to appropriate sources when information may not be obtainable from City records.

MINIMUM REQUIREMENTS

- This is supervisory and specialized clerical work in the Office of the City Clerk. Primary responsibility assisting in the planning and directing of the work of the Office including the production and safekeeping of all records pertaining thereto. The incumbent also assists in general and special elections, preparation of the annual budget and other functions as directed. The employee in this classification works with considerable independent judgment, subject to the general direction and review by the City Clerk.

PHYSICAL REQUIREMENTS

- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier and fax machine. No significant standing, walking moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, standing, pushing, and pulling.

SUPERVISION RECEIVED

- General direction and review of work by the City Clerk. Employee in this classification works with considerable independent judgment and minimal supervision.

SUPERVISION EXERCISED

- Directs and is responsible for the work of subordinate clerical staff. In the absence of the City Clerk, the incumbent has supervisory authority over the entire office staff.